

The City of Torrance invites applications for

ASSOCIATE ENGINEER (PUBLIC WORKS)



\$45.18-\$54.93 per hour

(Up to an additional 5% per hour of premium pay based on certification)

The City of Torrance Public Works Department is recruiting for 3 Associate Engineers. Under the direction of a Division Manager, Associate Engineers manage engineering projects, supervise professional and technical engineering staff, and perform complex, professional level engineering work. The primary duties of this position are to manage Capital Improvement Projects related to roadways, traffic signals, water mains, sewer facilities, & storm drains. In addition, this position responds to citizen concerns and performs various administrative duties.

For a complete job description, please visit: www.TorranceCA.Gov/22045.htm

QUALIFICATIONS

Minimum Requirements:

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

- Graduation from a college or university with a Bachelor's degree in engineering; and
- Three years of professional engineering field and office experience.

License:

- Must possess and maintain an appropriate, valid California class C driver license.

Ideal Candidate:

In addition to the above, the most successful candidate will possess the following experiences, certifications, skills, and abilities:

- Managed at least 3 major public works projects and the related consultant contracts within the last 3 years;
- Valid certificate of registration issued by the California Board for Professional Engineers (Civil preferred);
- Experience or training in engineering computer applications;
- Proficient computer skills in Microsoft programs (Word, Excel, and Outlook);
- Effective written and oral communication skills;
- Outstanding public relations skills;
- Excellent organizational skills;
- Self-Motivated.

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

16043132 -KF/JD

BENEFITS

- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS) which is funded through contributions from both the employer and employee.
- Deferred Compensation Plan available.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Excellent Health, Dental, Vision plans, and Life Insurance.
- Flexible spending which provides tax free options for medical, dental, and childcare expenses.
- 9/80 work schedule.
- Thirteen paid holidays.
- Paid vacation and sick days.
- Tuition reimbursement program.

HOW TO APPLY

Interested candidates must complete an online application, Resume, and a Training and Experience supplemental questionnaire (30%) at www.TorranceCA.Gov/Jobs. The application filing period opens **April 12, 2016** and is open until filled. First review of applications will be those received by **Tuesday, May 3, 2016 at 5:30 p.m.**

Only those candidates who best meet the City's needs will be invited to participate in the testing process, which will consist of the following components:

Training & Experience Questionnaire : 30% (Submitted with Application)

Oral Interview: 70% - Tentatively scheduled for May 26, 2016

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

Test dates are tentative. Please visit our webpage under Recruitment Status for updates and current information.



**CITY OF TORRANCE
HUMAN RESOURCES**

**ASSOCIATE ENGINEER (Civil-Public Works)
Job Code 16043132
SUPPLEMENTAL APPLICATION**

IMPORTANT INFORMATION & INSTRUCTIONS

This supplemental application provides you with the opportunity to explain your qualifications for the Associate Engineer (Civil-Public Works) position. The information provided in your responses will be assessed to determine if you will be invited to participate in the next step of our selection process. Please provide specific, but concise, statements in response to each question.

- Questions 1-4 need to be answered in the online application itself.
- Questions 5-10 need to be answered in the following format and attached to the online application itself.
- Indicate your first and last name on each page.
- Responses must be typewritten on 8.5" x 11" sheets (font size no smaller than 11 point in Arial).
- A maximum of one page per question will be accepted.
- The following supplemental application needs to be submitted as an attachment to your online application. Please ensure questions 1-10 are completed thoroughly.
- ***Resumes or referral to a resume in lieu of a response are not acceptable.***
- ***Incomplete or vague responses may disqualify your application, or reduce your score.***
- ***Failure to thoroughly complete the supplemental will be considered an incomplete application and may be disqualified.***

CERTIFICATION

I hereby certify that all statements, made in this supplemental application are true and complete, and that any misstatement of material facts will subject me to disqualification or dismissal.

Signature

Date

**CITY OF TORRANCE
HUMAN RESOURCES DEPARTMENT**

**ASSOCIATE ENGINEER (Civil-Public Works)
Job Code 16043132
SUPPLEMENTAL APPLICATION**

1. Do you have a bachelor's degree in Civil Engineering? Yes ☐ No ☐

2. Do you have a bachelor's degree in a field of Engineering other than Civil?

Yes ☐ No ☐

If so, please indicate which discipline.

3. Are you registered with the state of California as a professional engineer?

Yes ☐ No ☐

4. Do you have 3 full-time years of experience working as professional engineer?

Yes ☐ No ☐

5. Describe your experience and background in managing municipal capital improvement projects. In your response, list a minimum of three most recent significant municipal projects (i.e. street, sewer, storm drain, water main, or traffic signals/stripping). For each project, describe the project scope, budget, funding source(s), your role, and any other relevant project management experience.

6. In your project management efforts, please describe your experience with establishing and meeting deadlines for your work assignments. Specifically, discuss how you do the following: establish/set deadlines; monitor progress of work assignments; ensure you complete multiple assignments on or before their respective deadlines; steps you take to avoid missing a critical/fixed deadline.

7. Discuss your experience with preparing engineering design plans, specifications and cost estimates for construction documents. Include any relevant experience with reviewing plans prepared by others.

8. Discuss your experience in construction management of municipal capital improvement projects.

9. Discuss your experience with preparing Requests for Proposals for engineering and/or technical services, as well as, any participation in the evaluation and selection of consultants for these services.

10. Discuss your experience in preparing agenda items for City Council and/or City Commission meetings. Describe your experience with making public speaking presentations at City Council and/or City Commission meetings.